



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

Airport Operations Assistant

Posting Number

PN# 109786

Department

Houston Airport System

Division

Public Safety & Technology

Section

HOU – Security

Reporting Location

7800 Airport Blvd.

Workdays & Hours

Shift work, including rotation, weekends and holidays *

***Subject to change**

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Maintains a safe and secure airport environment by conducting inspections of terminal and land side operations; performing security activities and supporting operational and security activities. Ensures safe and secure airport operations by inspecting airport terminal areas and tenant facilities; preparing inspection reports; notifying management of unsafe conditions; reporting to management policy and procedure violations. Ensures safe and secure land side operations by inspecting security alarm doors; monitoring perimeter terminal areas; performing traffic and curbside management duties; enforcing parking regulations; initiating vehicle tows; following security procedures and policies; monitoring radio communications and closed circuit television activities; performing identification badging activities; maintaining electronic incident reports on activities.

WORKING CONDITIONS

Performing these duties will involve: operating city vehicles; walking and standing for extended periods; making visual observations and differentiating details; applying specialized information; attending to details amid distractions; dealing with people in tense situations; speaking and writing effectively; being outside during inclement weather; using two-way radios and lifting up to forty (40) pounds; and reacting quickly with dexterity and coordination. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Aviation Management, Airway Science, Criminal Justice, Law Enforcement, Public Administration, Business Administration, or related field.

MINIMUM EXPERIENCE REQUIREMENTS

No experience required. Para-professional or professional experience in airport operations/security may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Experience working in a highly stressful environment, i.e., law enforcement or security, an emergency room or emergency management office helpful. Some knowledge of TSA rules and regulations related to airport security principles/procedures involved in the monitoring of airport or airline operations and security activities. Ability to communicate diplomatically and effectively, often in tense situations, with all levels of internal and external customers. Personal Computer experience with Windows and Microsoft Office Suite.

SELECTION/SKILLS TEST REQUIRED

exercise; and/or interview.

The selection process will involve: application review; work sample

SAFETY IMPACT POSITION

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 13

\$ 989.00 - \$1,154.00 Biweekly

\$25,714.00 - \$30,004.00 Annually

OPENING DATE

APRIL 5, 2006

CLOSING DATE

APRIL 18, 2006

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or, for advanced consideration, submitted online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.

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